

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**FOOD & DAIRY SANITARIAN
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority (under ER 2.04, Wis. Adm. Code) for making classification decisions relative to present and future positions located primarily within the Department of Agriculture, Trade and Consumer Protection's Division of Food Safety which perform evaluation, licensing, and investigation activities on food and/or dairy businesses to ensure compliance with Federal and State food safety laws, codes, and regulations; assures safe and wholesome food for human consumption. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as the framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses professional positions, as defined in s. 111.81(15), Wis. Stats., primarily in the Department of Agriculture, Trade and Consumer Protection's Division of Food Safety that are responsible for evaluation, licensing, and investigation activities on food and/or dairy businesses (e.g., food processing systems, dairy processing facilities, equipment and/or product) to ensure compliance with Federal and State food safety laws, codes, and regulations; assures safe and wholesome food for human consumption.

Food businesses include: milk distributors, wholesale food processing plants, food warehouses and retail food establishments, including mobile food establishments, and food service (restaurant) activities exempted from licensing by the Department of Health Services (DHS).

Dairy businesses include: Grade A and B dairy plants and farms, bulk milk tankers, and bulk milk weighers and samplers.

Note: The work of positions assigned to this classification series pertains to both Food and Dairy components, but the percentage of time each position works on the various job components may vary based on the area of the state.

Food & Dairy Sanitarians provide consultation, education, and training services to industry and the public regarding food safety; investigate consumer complaints, food emergencies, and food borne illness outbreaks; and take or recommend enforcement actions, including the ability to issue, deny, or suspend licenses to ensure compliance.

C. Exclusions

Excluded from this classification specification are positions responsible for spending a majority (i.e., 50% or more) of their work time in the performance of the following duties and functions:

1. Positions that perform inspections and investigations pertaining to the slaughtering, processing, and marketing of meat and meat food products and are best classified as Meat Safety Inspector or Meat Safety Consultant.
2. Positions which do not meet the statutory definition of professional employee as defined in s. 111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions that perform routine inspections of dairy farms or operations (including raw milk production, transportation, and storage) and are more appropriately classified as Dairy Inspector/Sampler.
4. Positions in the Public Health Sanitarian classification series.
5. Positions which meet the statutory definition of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
6. All other positions which are more appropriately identified by other series.

D. Entrance Into and Progression Through this Series

Employees enter positions within this series by competition. Progression to the Senior level will occur through reclassification upon completion of all on-the-job and formal training and attainment of prescribed performance standards.

II. DEFINITIONS

“Sanitarian” means an individual who, through education, training or experience in the natural Sciences and their application and through technical knowledge of prevention and control of preventable diseases is capable of applying environmental control measures so as to protect human health, safety and welfare per Wis. Stats. 440.98(1)(b).

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Positions work under close, progressing to limited supervision. Food & Dairy Sanitarian principles and practices have been learned prior to entrance into this classification series. The emphasis is in developing

skills in working with and/or understanding the program, state systems, user groups, and the mechanics of the program; developing an understanding and applying the laws, codes, statutes, regulations, and standards required in the program area. Initial work assignments are well defined; over time the employee is expected to exercise independent judgment in determining specifics and priorities. The supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

Within an assigned area of the state, positions are responsible for: evaluation, licensing, and investigation activities on food and/or dairy businesses (e.g., food processing systems, dairy processing facilities, equipment and/or product) to ensure compliance with Federal and State food safety laws, codes, and regulations; assuring safe and wholesome food for human consumption; and to ensure that Wisconsin's Grade A milk supply continues to meet the requirements of the Pasteurized Milk Ordinance and the Interstate Shippers.

Food & Dairy Sanitarians provide consultation, education, and training services to industry and the public regarding food safety; investigate consumer complaints, food emergencies, and food borne illness outbreaks; and take or recommend enforcement actions, including the ability to issue, deny, or suspend licenses to ensure compliance.

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Positions at this level work under general supervision in an assigned area of the state, functioning at a full performance level. Positions at this level differ from those at the lower level in that the employee has assumed and demonstrated his/her ability to successfully carry out all responsibilities outlined under the Food and Dairy Sanitarian level and has successfully completed all required on-the-job training, formal training and certification requirements. Employees allocated to this level are considered experts in their field and perform the full range of duties, ranging from the routine to the most complex.

In addition, these positions independently conduct special assignments, train and assist lower level Food & Dairy Sanitarians, and work on projects with little or no specific direction or review. Positions assume an independent role in working with consultants, other governmental agencies, and/or department staff; and make decisions independently on complex assignments.

III. QUALIFICATIONS

The qualifications required for these classification levels will be determined at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective January 13, 2013, as part of the Food Safety Inspector classification survey and announced in Bulletin OSER-0318-MRS/SC; the Food Safety Inspector classification series was subsequently abolished with the creation of the new series.

This classification series was modified effective February 8, 2015 and announced in bulletin OSER-0386-CC/SC to remove the reference to special requirements and update the exclusions.